



DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number:
03-22

Date:
10/08/03

ADMINISTRATIVE MEMORANDUM

SUBJECT: POLICY FOR HANDLING INVESTIGATIONS OF LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS) EMPLOYEES

REFERENCE: Administrative Memorandum 03-10, 6/17/03, Field Handbook Section 12-103

Cancels: None

File In: WFP&I HANDBOOK

SPECIAL ATTENTION:

☒ ALL WFIs ☒ ALL SWFIs

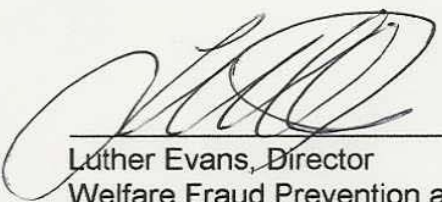
I. PURPOSE

This memorandum is to remind investigative staff that procedures require that the Deputy be advised should the Welfare Fraud Investigator (WFI) become aware that an investigation involves an employee of the Department of Public Social Services.

II. POLICY

The WFI is to immediately notify the immediate supervisor who will advise the Deputy. The Deputy will review the case and forward it to the Director who will confer with Human Resources and determine the appropriate course of action. Fraud referrals for employees of other Los Angeles County departments are to be investigated based on the allegation per existing procedures.

Questions regarding this memorandum may be directed to your Deputy or the WFP&I Program Unit.



Luther Evans, Director
Welfare Fraud Prevention and Investigations Section

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